

INSTRUCTIONS FOR

COMPLETION OF

THE

RESIDENTIAL SUBSTANCE ABUSE TREATMENT FOR STATE PRISONERS PROGRAM

GRANT APPLICATION

PLEASE *DO NOT* RETURN THESE INSTRUCTIONS WITH YOUR APPLICATION

**INSTRUCTIONS FOR COMPLETION OF THE
RESIDENTIAL SUBSTANCE ABUSE TREATMENT FOR STATE PRISONERS
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Residential Substance Abuse Treatment for State Prisoners Program grants will be funded contingent upon receipt of funds from federal sources, annual reapplication, and approval based on project merit and performance.

The original and three (3) clear copies must be sent so as to **arrive** at the S. C. Department of Public Safety no later than 5:00 p.m. on the due date. Postmarks do not count as meeting the due date requirement and facsimile (fax) submission is not allowed. **Do not bind the original.** The packet of original and three copies should be addressed to:

Mr. Jay McElveen, Manager
Accounting - Grants, Modular #14
S. C. Department of Public Safety
5400 Broad River Road
Columbia, South Carolina 29212-3540

PAGE 1

All items below the second shaded line on Page 1 should be completed by the Project Director (the person in the applicant's agency who will be responsible for administering project activities).

Item 1: Insert the District Number, County Number, and the name of the county in which the subgrantee is located. State agencies will use District Number 11, County Number 00 and County Name N/A. The District Number and County Number required depend upon the location of the office requesting the grant. The information sheet at Appendix A shows county and regional council district numbers which should resolve questions on these entries.

Item 2: Grant Period: Indicate the grant's duration (period of time the project activities will be performed under this grant), not to exceed 12 months. Use month and year only. Grants are considered to begin on the first day of the month and end on the last day of the month.

Item 3: Project Title: The name given to the project should be short and descriptive of the task to be accomplished; i.e., "Addiction Treatment Unit".

Item 4: Project Summary: Provide a brief, concise description of the project. If the subgrantee serves more than one county, please include the names of the counties which are served by this specific grant.

Item 5a: Indicate if the application is an initial one (project has not been previously funded); if the application is a continuation (continuation of a project funded previously); or, if the application is a revision to a currently approved project.

Item 5b: Indicate the year of funding: Initial Application would be the first year; Continuation Application would be either second, third, fourth or fifth year of funding.

Item 5c: Indicate if funds will be requested on an "Advance" or "Reimbursable" basis. Only one advance is allowed for the first two months of personnel expense. Subsequent requests will be for reimbursement of

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actual expenditures documented. If "Advance" is checked, the need for advance funding must be justified in a cover letter or within the Budget Narrative on Page 5.

Item 6a: Organization Type: Indicate if the applicant agency is state, city, county unit of government or other organization. If "Other" is indicated, specify type (e.g., public defender corporation).

Item 6b: Indicate the U. S. Congressional District (First through Sixth) which will be served by this grant; i.e., Third Congressional District. If administered through a state agency or a statewide program, enter "0".

Item 7: Name and Address of Implementing Agency: This is the agency that is responsible for implementing the goals and objectives of the grant project.

Item 8: Budget -- The budget is broken down into six major categories (Personnel, Consultants, Travel, Equipment, Renovation/Construction and Other) with the Grantor Amount, Agency Match and Total Amount itemized by category. Budget costs should be reflected in the appropriate categories, and should reflect grantor costs and match as applicable. Please use whole dollars only. **NOTE:** Complete pages 2 - 4 of the grant application before completing this section.

Item 9: Check the appropriate line to indicate how the non-grantor share will be provided. If the "Other Appropriation" line is checked, please indicate the source.

PAGES 2 AND 3 -- INSTRUCTIONS FOR COMPLETION OF BUDGET DESCRIPTION

The purpose of the Budget Description is to assist the applicant in developing a financial plan for their project and to provide the SFA with the projected costs required to implement the project. Cost projections must be reasonable. Budget projections should be for the period covered by the application and may not exceed twelve months. Costs are subject to review and approval by the SFA and must meet applicable Federal regulations as outlined in the Grant Terms and Conditions.

When determining how the item will be funded (Grantor, Cash Match), please use the following definitions:

Grantor Funds: Funds provided through the SFA to the applicant.

Cash Match: Cash funds that the applicant has specifically provided and committed to the project. The applicant must **not** show cash match if not required.

In-Kind Match: Not applicable for this program.

Total Funds: The combined total of the Grantor and Cash Match for the project.

BUDGET CATEGORY DEFINITIONS AND INSTRUCTIONS

PERSONNEL: The personnel budget category is a summary of salary and fringe benefits:

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Salary: List each position by title, show annual salary rate for the employee, and show percentage of time each employee is to be devoted to the project. Annual salary rate x % of time on the grant determines total salary allowable on the project. If the project is less than 12 months, the salary amount must be adjusted, based on the number of months required.

PLEASE NOTE: Personnel positions should show 100% of the time spent on the project unless prior approval by the SFA is granted. This applies to positions funded with grantor funds and/or matching funds. This means 100% of the time the person on the grant payroll spends at the project site will be dedicated to the project. If you envision part-time employees (still dedicating 100% of their effort while on the project site), you may want to show an hourly rate and number of hours instead of an annual salary rate. The use of the 100% on-site requirement precludes a problem with supplanting (i.e., the grant picking up part of a person's salary who is already employed and would remain employed with or without the grant). Supplanting is specifically prohibited by federal financial guidelines.

Fringe Benefits: List each type of benefit received by the employee and the rate or percent. Fringe benefits should always include, at a minimum, FICA, Retirement, Health Insurance, Workman's Compensation, Unemployment Insurance. If more than one person is funded on the grant, list the fringe benefits for each person separately. If more space is required, use additional copies of page 2.

CONTRACTUAL SERVICES: For individuals other than professionals to be reimbursed for personal services on a fee basis, list each type of consultant or service; the proposed fee rates (by hour, by day or by week); and, amount of time for these services. Individual consultant contracts exceeding \$450 per day (or \$56.25 per hour) must receive SFA approval **before** execution. For consulting firms, organizations, etc., list the type of services, the projected contract period and projected contract price. Professional fees (e.g., doctors, dentists, psychologists) must be listed under "Other".

TRAVEL: Unless specifically approved otherwise, travel reimbursement will be limited to grant-funded personnel. Separate travel expense into "In-State Travel" and "Out-of-State Travel". Indicate purpose and show basis for computation (e.g., field monitoring -- 5 trips @ 80 miles average = 400 miles x .20/mile = \$80.00. Four overnight trips for two people at average \$40 each = \$320.00). Travel expense must follow agency regulations; and, in the absence of agency regulations, state rates and limitations shall prevail. A copy of the state regulations is available upon request. This category includes per diem, lodging and airline travel expenses.

EQUIPMENT: Equipment is defined as an item which has a total cost (including tax) of \$1,00.00 each or more and a useful life of at least one year. Equipment should be itemized by description, quantity and unit price (e.g., computer system: two at \$1,250 each = \$2,500).

RENOVATIONS/CONSTRUCTION: Not applicable under the Residential Substance Abuse Treatment for State Prisoners Grant Program.

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OTHER: All allowable costs not listed in the above categories should be shown in this category. Items to be included in this category are office rent, utilities, telephone, maintenance, software, printing costs, postage, advertising, registration fees, lease agreements, professional fees (e.g., doctors, dentists, psychologists), and indirect cost. No "Miscellaneous" or "Etc." will be funded.

Office space must be limited to 150 square feet per person; must be at the prevailing rates for the local area; and, may not exceed \$10 per square foot annually. Provide total square footage and the cost per square foot. See Term and Condition #17, page 16 of the application for additional guidance.

Utilities, telephone and other costs normally billed on a monthly basis should be budgeted accordingly. (e.g., telephone: \$50/month x 12 months = \$600.)

Printing and reproduction costs may be lumped together. However, if an item is unique and costly in either category, it must be itemized and budgeted separately.

Audit Fees -- If the grant project's audit is a part of a larger organizational audit and **if the audit is required to be in compliance with OMB Circular A-128 or A-133**, you may include the cost of a portion of the overall audit in the same proportion as the project is to the entire organizational budget. For example, if this grant represents 10% of the organization's total budget; then, 10% of the total cost of the audit may be charged to the grant. Ordinary accounting and bookkeeping expenses are **not** allowable.

Indirect Cost -- Only state agencies are allowed to charge for indirect cost. State agencies must claim Indirect Cost as required by state law.

PAGES 4 AND 5 -- BUDGET NARRATIVE

Ensure adequate descriptions of budget items on Pages 4 and 5. Pages 4 and 5 should be used to tie the grant's budget with the grant's program to show why the item(s) is needed. Reflect each Budget Category and all line items under each Budget Category. **DO NOT** reflect dollar amounts on pages 4 and 5.

Pay special attention to descriptions of personnel and consultant expenses. Personnel salaries and benefits will normally rise by no more than general salary increases in the work unit most closely associated with the grant. Any other cases (e.g., reclassification, additional supervisory responsibilities, etc.) must be fully justified. Unusual personnel or consultant increases from year to year will be considered only on an exception basis. Organizations must be prepared to bear the expense of any increases awarded prior to SFA approval.

PAGE 6 -- ACCEPTANCE OF AUDIT REQUIREMENTS

NOTE: Not Applicable to State Agencies whose audit is covered by the State Auditor.

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The audit information required on Page 6 of the grant application lets the SFA know when to expect an organization-wide audit or audits covering the period of this proposed grant. The audit period and the date the audit will be submitted to Accounting - Grants must be provided. Please note that failure to properly complete this form will result in your grant award being delayed and/or cancelled.

PAGES 24 AND 25 -- CERTIFICATIONS FOR APPLICANT

The signatures of the grant officials (Project Director, Financial Officer and Official Authorized to Sign) indicate that in acceptance of the grant, the official has read, understands and agrees to fully comply with all special conditions and the general and fiscal terms and conditions of the grant. Original signatures are required. The name, title, agency and address of each grant official must be typed or printed.

The PROJECT DIRECTOR should be a person who has direct involvement with the project and who has a knowledge of both programmatic and fiscal matters relating to the project. As the primary contact person for the project, the Project Director should be easily accessible to the grantor agency's staff. The Project Director should be bonded for no less than the total amount of the grant.

The FINANCIAL OFFICER should be a person who handles the agency's fiscal matters. The Financial Officer should be sufficiently skilled in the area of fiscal matters to advise the agency regarding compliance with the grant's fiscal requirements and should be bonded for no less than the total amount of the grant.

The OFFICIAL AUTHORIZED TO SIGN should be the person who has the authority to commit agency funds and also to commit the agency to the special conditions and the general and fiscal terms and conditions of the grant. The Official Authorized to Sign should be bonded for no less than the total amount of the grant.

NOTE: The Project Director, Financial Officer and Official Authorized to Sign **CANNOT** be the same person.

Grant-funded personnel may not be in one of the official positions listed above without SFA prior approval.